



4040 Guard St Boise ID 83705 P: 208 422 6477 www.bhs.idaho.gov

Minutes

October 28, 2010

A meeting of the Idaho Statewide Interoperability Executive Council (SIEC) was held on this date at Gowen Field, Idaho Military Division, 4040 Guard St Boise ID 83705 Building 600 West Wing, Joint Conference Room, Basement. Chair Mark Lockwood called the meeting to order at 9:03 a.m. Attendees and guests introduced themselves. A quorum was present.

Members Present:

- Chair, R. Mark Lockwood, Idaho Chiefs of Police Association
- Vice-Chair, Lorin Nielsen, Idaho Sheriffs Association & DIGB 5 Chair (via phone bridge)
- Michael Candelaria, United States Department of Interior
- Jay Christensen, Idaho Department of Corrections
- Dia Gainor, Idaho Department of Health and Welfare
- Jerry Goetz, Federal Law Enforcement
- Marv Hagedorn, Idaho House of Representatives
- Dean Hagerman, Idaho Military Division
- James Hammond, Idaho Senate (via phone bridge)
- William Shawver, Idaho Bureau of Homeland Security
- Mark Wendelsdorf, Idaho Fire Chiefs Association
- Joe Young, Idaho Association of Counties

Members Not Present:

- Jon Heggen, Idaho Department of Fish and Game
- Greg Laragan, Idaho Transportation Department
- Jerry Russell, Idaho State Police

Others Present:

- Dodie Collier, Program Manager
- Nathan Reed, Administrative Assistant
- Lorraine Elfering, Canyon County Sheriff's Office
- Todd Herrera, Canyon County Sheriff's Office
- Matt Howarth, Motorola
- Nicola Jansen, Ada County Sheriff's Office
- Les Shadduck
- Russ Bundy, Ada County
- Darby Weston, Ada County
- Melissa Gayhart, BHS/SIEC
- Brad Coughenhour, DIGB 1 Chair (via phone bridge)
- Stacy Hyde, DIGB 6 Chair (via phone bridge)

- Don Gardner, DIGB 2 Chair (via phone bridge)

Welcome/Introductions

Mark Lockwood, SIEC Chair

Review & Approve May Minutes

Chair Lockwood asked for a review of the August 26, 2010 minutes.

Mr. Young had a correction. On page 4, under "Progress & Upcoming Meetings/Event," second sentence, Chief "Taylor" should be changed to Chief "Tyler."

MOTION: To approve June 24, 2010 draft minutes, as revised. Mr. Hagerman moved, Mr. Young seconded. The vote was unanimous.

Idaho Bureau of Homeland Security (IBHS) Update

Gen. Shawver reported that grants are the same as they were as discussed in the last meeting. There have been no significant changes. All of the paperwork for the PSIC award going to SIRCOMM has been completed and the investment is moving forward.

I-C-A-WIN/Strategic Planning Update

Les Shadduck reported that the first draft of the I-C-A-WIN is done and is out for people to look at. Dodie Collier is Mr. Shadduck's point of contact, so if there any questions about the project, please contact her. Mr. Shadduck will be working with DIGBs to get strategic plans done. The project needs to be done by December 15. Mr. Shadduck will be talking with the DIGB Chairs after the SIEC meeting.

Chair Lockwood asked Mr. Shadduck for a brief overview of the I-C-A-WIN.

Mr. Shadduck responded that there was some outdated material because it hadn't been done for several years. Corrections will be made as necessary. This will be the third revision for this plan. There will be a draft of the I-C-A-WIN for the SIEC to look at and review at the November meeting.

Legislative Update

Chair Lockwood reported that a rewrite of the SIEC's current statute was submitted to Gen. Shawver. The sunset clause was edited, as was the membership of the SIEC to add members from the DIGBs.

Gen. Shawver reported that he asked the Attorney General's Office for an opinion on the current legislation, specifically if the SIEC could add members from each of the DIGBs to the Council. Deputy Attorney General Karin Magnelli gave her opinion that the way the current legislation is written, that with the concurrence of the Governor's Office, and action of the SIEC, membership can be changed. The changes in legislation, including removing the sunset clause, will require sponsorship.

Sen. Hammond will be sponsoring the changed legislation in the Senate, and Rep. Hagedorn will be co-sponsoring in the House.

Business Plan Update

Chair Lockwood reported that he and Gen. Shawver have received a draft of the business plan. The business plan will hopefully be presented to the SIEC at the November meeting.

Return to Legislative Update

Vice-Chair Nielsen wanted to return to the Legislative Update topic. He asked if the SIEC wanted to go to the Governor with the new members of the Council, or wait until legislation to do it all together.

Chair Lockwood answered that he would like for Gen. Shawver to talk to the appropriate people and see if there is any preference whether the SIEC wait to make the change or to go ahead with it.

Gen. Shawver commented that he wants to seek to concurrence of the Governor's Office, but he wants to do it on behalf of the SIEC.

Chair Lockwood recommended that the Council have the DIGBs choose who they want to represent them, and submit that name to the Chair who will forward it to Gen. Shawver.

MOTION: The DIGBs choose who they would like to represent them on the SIEC, submit the representative to Chair Lockwood, who will forward it to Gen. Shaver to take to the Governor's Office. Vice-Chair Nielsen moved, Ms. Gainor seconded. The vote was unanimous.

Operational Plan Update

Vice-Chair Nielsen reported that the SIEC/DIGB Operations Plan Workgroup has been waiting for the CTA assessments to be handed out to each of the DIGBs. There have been some computer issues, and what was thought to take weeks has turned into months. The CTA has been separated so each county and tribe can get their individual assessment to add to it. Vice-Chair Nielsen asked the SIEC who the CTA assessments should be sent to.

Chair Lockwood reported to the SIEC that the CTA is a large document that contains a lot of proprietary information. It was decided to send each individual county's (less the state's assets) information to them. The county would then be responsible to distribute the information to whom they choose. So far, there has been no consensus on who to send the document to within the county. Chair Lockwood suggested that the document be sent to the Board of County Commissioners, who could get the information to the appropriate people. Another possibility is to have the information sent to the DIGBs.

Ms. Gainor asked if the DIGB Chairs have been asked about their preference for a distribution plan.

Chair Lockwood commented that if there is consensus from the DIGBs that this is how they would like the information distributed, he would like authority from the Council to disseminate the information to the various DIGBs prior to November's meeting so a report can be given.

MOTION: If there is consensus from the DIGBs that they want the CTA assessment information sent to them, that the SIEC give authority to Chair Lockwood to disseminate the information to the various DIGBs prior to November's meeting. Mr. Hagerman moved, Mr. Wendelsdorf seconded. The vote was unanimous.

Chair Lockwood commented that if the DIGBs fail to reach consensus, or choose not to receive the information, that the information will be sent to the Board of County Commissioners.

Mr. Hagerman had a concern about distributing sensitive information. The SIEC needs to make sure that whoever receives the information doesn't just broadly distribute it.

Ms. Collier responded that issue is being considered. She asked if there was a particular wording that might go on the documents for security purposes.

Gen. Shawver suggested, "For Official Use Only."

Vice-Chair Nielsen reported that the Operations Plan Workgroup has met a few times through Phone Bridge. After the CTA assessment is distributed, Vice-Chair Nielsen would like to have a face-to-face meeting with the DIGB representatives. There is a template and operational plan that he would like to present to each of the representatives for their approval. Vice-Chair Nielsen would like a half hour at the next SIEC meeting to give a PowerPoint presentation.

Update on Table Top Exercise (TTX)

Melissa Gayhart reported that the planning committee has decided on doing an earthquake scenario in Boise, with BSU Stadium collapsing. They are also deciding if they will have a hazmat incident, and/or an avalanche in District 4. The planning committee now has to decide on who will be involved in the actual exercise. December 14 will be the next and final planning conference. The exercise will be held on January 25. The quick walk will be on January 26, where they will quickly go over where there were gaps. The after-action conference will be mid-February or early-March.

Governance Update

Mr. Young reported that the operational plan is the key piece to moving the governance process forward. Next year will be a big year for the DIGBs.

DIGB 1, Brad Coughenhour, Chair, reported that DIGB 1 is still moving ahead. Chief Howe is representing them on the operations plan workgroup. They are trying to come up with an assessment between counties.

DIGB 2, Don Gardner, Chair, reported that at their last meeting they discussed the funds that they will be utilizing from the SIEC. Each county and tribe has agreed to use HSDS to help support the DIGB.

DIGB 3, Darby Weston, Chair, reported that they are figuring out how to use their allocation of funds.

DIGB 4 was absent.

DIGB 5, Lorin Nielsen, Chair, reported that Mike Sanders was replaced by Chief Dave Gates, who will be the Chair. They will be turning in their budget on how they will spend their money. They are working on their operational plan.

DIGB 6, Stacy Hyde, Chair, reported that they are waiting to move forward with official planning until they have a chance to meet with Mr. Shadduck.

Ms. Gainor reported that there was a policy decision made by the EMS Bureau based on recommendation from the state EMS advisory committee. In their annual grant distribution, any two-way radio related purchase requests will be forwarded to each of the DIGBs, and they will be asking the DIGBs to sign off that the radio equipment requests are in conformity with the DIGB's plan. This will occur in the month of June, every year, beginning in 2011.

Other Business

Gen. Shawver reported that a local television station made a public records request. They asked for information on every sub-grant that BHS has made since 2007-2010. It was delivered to the requesting party on October 22.

Open Comment Period

Rep. Hagedorn asked if the SIEC has had any direction or advice from the federal government on how to protect sensitive information. Some information needs to be managed and maintained for security purposes.

Chair Lockwood answered that the SIEC has always leaned toward BHS and Division of Military for their thoughts and determinations on how to handle sensitive information.

Gen. Shawver commented that BHS talked with the Attorney General's Office before they responded to the request. Rather than redact based on sensitive information, a very broad category was used. There is no intention if BHS is reengaged by the entity, agency, or company, to get into specifics for security

reasons. There could be follow-up questions to local jurisdictions. All county Emergency Managers have been notified of the request.

Ms. Gainor commented that she remembered discussions about state specific exemptions from disclosure options that could be contemplated in Idaho Code.

Chair Lockwood asked Gen. Shawver to review possible ways to protect sensitive information. The SIEC can then develop a white paper or procedure that can be sent out to users and partners on protecting sensitive information.

Adjourn

MOTION: To adjourn. Mr. Hagerman moved, Ms. Gainor seconded. The vote was unanimous. The meeting adjourned at 10:00 a.m.

Next Meeting – Thursday November 18, 2010 0900-1200 Hrs Location: Idaho Military Division Gowen Field 4040 Guard St Boise ID 83705 Building 600 West Wing - Joint Conference Room, Basement